



# ABINGDON LEARNING TRUST

## Central Team

Business Administrator Apprentice  
RECRUITMENT PACK  
June 2026



# About

## ABINGDON LEARNING TRUST

**At Abingdon Learning Trust, our vision is to nurture curiosity, ambition, resilience, and courage. We support a deep-rooted compassion for others and our world, enabling choices and opportunities for a happy and successful life. This vision encompasses every child, pupil, student and member of staff.**

**Why Work for Us?** At Abingdon Learning Trust, we believe that our people are our greatest asset. We are dedicated to creating an environment where every member of staff feels valued, supported, and inspired to achieve their best.

**A People-Centric Culture.** We are passionate about making a positive difference in the lives of children and young people. Our inclusive culture embraces equality and diversity, ensuring that everyone is treated with fairness, dignity and respect. You will be part of a community that values your unique contributions and supports your professional growth.

**Empowered Local Leadership.** We trust our local school governors and leaders to make the best decisions for their schools. This means you will have the autonomy to innovate and tailor your approach to meet the needs of your students and community. Each school within our Trust has its own unique ethos, yet we all share the same core values.

**A Long-Term Vision.** We are focused on preparing the next generation for the future. Our long-term view goes beyond immediate test and exam results, emphasising the development of skills and capabilities that will benefit our pupils throughout their lives. Join us in our mission to create a sustainable future with our net zero ambitions for 2035.

**Investment in the Future.** At Abingdon Learning Trust, we are committed to investing in our staff and our schools. You will be part of a forward-thinking organisation that values innovation and continuous improvement. Together, we can make a lasting impact on education and the wider community.

## OUR VALUES

**QUALITY** to create an outstanding learning community, including strong leadership and governance

**OPPORTUNITY** to provide the best opportunities for all children to reach their full potential

**COLLABORATION** to support a shared commitment and dedication to learning

**AMBITION** for continual improvement and to strive for excellence in all we do

**COMMUNITY** to be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



## JOB DETAILS

<b>POST OF:</b>	Business Administrator Apprentice
<b>AT:</b>	Abingdon Learning Trust, Central Office (Hendred Way, Abingdon, OX14 2AW)
<b>COMMENCEMENT:</b>	1st September 2026
<b>CONTRACT TYPE:</b>	Fixed Term (18-21 months course length dependant) Full-time, 37 hours per week (40 weeks per year)
<b>SALARY:</b>	Apprentice Grade £8/hour - £13,497 actual annual salary.



# Introduction to ABINGDON LEARNING TRUST - CENTRAL TEAM

**The role of the Trust's central team is to support schools with the operational functions of running a business, and it is based in a separate building on the Rush Common School site. We focus on:**

- **Finance**
- **Human Resources**
- **Payroll**
- **ICT**
- **Marketing**
- **Estates and Facilities Management**
- **Contract Management**
- **Supporting schools to access grants and bids**

In addition, the central team runs the Catering Function across the Trust, this ensures that schools are provided with a high-quality service, a flexible team and allows for catering for external schools.

There are many reasons that make Abingdon Learning Trust a great employer. If you are thinking about working with us, have a look below:

- We offer a pension for all employees, with employer contributions, and new colleagues will have their continuous service recognised for the Teacher Pension Scheme and Local Government Pension Scheme, where relevant.
- There is a generous holiday entitlement, and for support staff the entitlement increases with length of service. You will also have access to:
- A cycle to work scheme (up to £1800)
- Employee support through SmartClinic (24/7 access)
- Enhanced sick pay arrangement
- We offer flexible and family friendly policies
- Our emergency and special leave policy allows staff to apply for paid time off to attend significant events
- All employees receive a thorough induction on commencement

We are recognised as a Disability Confident employer.

We have ambitious aims to support reaching a net zero position: Being Net Zero Carbon in our Scope 1 and 2 emissions by the end of one school 'generation' of pupils by 2035.



## Job

# DESCRIPTION

We are looking for a motivated, enthusiastic and reliable individual to join our Trust team as a Business Administration Level 3 Apprentice. This is an excellent opportunity to gain a nationally recognised qualification alongside practical experience in a busy education setting. You will work closely with experienced administrative staff and learn how effective administration supports schools and the wider Trust.

The post holder will develop a broad range of business administration skills, including communication, customer service, IT and digital systems, record keeping, document production, organisation, problem solving, compliance, stakeholder support and small-scale process improvement. Duties will be carried out under appropriate supervision, with responsibility increasing as knowledge, confidence and competence develop.

- General Administration
- Communication and customer service
- Record keeping, compliance and policies
- IT, digital systems and data
- Finance and resources (with support)
- Meetings and Events
- Business and improvement and project support
- HR administration support
- Promoting the Trust as an Employer of Choice

Please read in conjunction with the full job description and person specification



## The apprenticeship programme

- The apprentice will be enrolled on the Business Administrator Level 3 Apprenticeship Standard with a designated training provider.
- The programme will include a combination of workplace learning, formal training, college/provider attendance, workplace assessment visits and off-the-job training.
- The apprentice will be supported to complete the required off-the-job training during working hours, in line with apprenticeship funding rules and provider expectations.
- The apprentice will maintain a learning log and gather workplace evidence for the apprenticeship portfolio, with support from the line manager and training provider.
- At the end of the programme, the apprentice will complete End Point Assessment

Please read in conjunction with the full job description and person specification



# Person

## SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Strong passes (Grade 5 or higher) in English Language and English Literature at GCSE</li> <li>Strong pass in Mathematics</li> <li>Additional 4 other GCSE qualifications at strong pass</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Interest in learning about and Trust administration processes.</li> <li>Awareness of, or willingness to learn, good customer service principles.</li> <li>Understanding of the importance of confidentiality, safeguarding and data protection in an education environment.</li> </ul>	
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>Good verbal communication skills in English.</li> <li>Basic confidence using Microsoft Office, with willingness to develop IT skills in MS and other Trust systems.</li> <li>Strong organisational skills and good attention to detail.</li> <li>Ability to follow instructions, ask for help when needed and complete tasks accurately.</li> <li>Ability to work positively with others, shown through school, work, volunteering, clubs or other experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Interest in using data, systems and documents to support effective administration.</li> <li>Interest in developing analytical skills to support business decisions</li> <li>Understanding and use of AI in support of efficiency and effectiveness, safely in a workplace that has personal and sensitive data at its heart</li> <li>Clean driving licence</li> </ul>



## SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• A proactive, positive and reliable approach to work.</li><li>• Desire to learn and develop a career in business administration within education.</li><li>• Willingness and resilience to complete the full apprenticeship programme, including college/provider attendance, off-the-job training, workplace assessments, portfolio evidence and End Point Assessment.</li><li>• Ability to respond positively to feedback and changing priorities.</li></ul>	





QUALITY  
OPPORTUNITY  
COLLABORATION  
AMBITION  
COMMUNITY



## Terms of APPOINTMENT

**The appointment will be made based on National Joint Council's Support Staff pay and conditions.**

**The appointment is for Apprentice Grade and is full-time, and Fixed term. The post is a part year appointment working 40 weeks per year**

Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here: [Safeguarding - Abingdon Learning Trust - Collaboration](#)

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

## How to APPLY

Applications will be processed on arrival for this post.

Closing date: 18<sup>th</sup> June 2026

Interview date: TBC

Applications should be submitted online through our [recruitment portal](#).

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Please do contact [recruitment@abingdonlearningtrust.org](mailto:recruitment@abingdonlearningtrust.org) for further information about the role.

For further details of our recruitment process, please visit [our website](#).

**We look forward to receiving your application.**

